

The Florida House of Representatives
Rules & Calendar Council

Procedures for Registration of Contribution Activity
Requirements under House Rule 15.3

The attached form has been provided for use of House members to register soliciting activities under the House Rule 15.3(b)(3). These instructions and the form are available on the House Rules & Calendar Council web page. When completed, the form should be filed with the Rules & Calendar Council at 513 Capitol. The Council will maintain a log of registrations sorted by both member and organization name. One form is required for each organization (political committee, committee of continuing existence, 501(c)(4) or 527 organization), but more than one member may be included on each registration form.

After registering, a member is responsible to ensure that there is a public website for the organization disclosing certain information required by the rule. Unless the web address is included in the registration form, the Rules & Calendar Council should be advised of the web address as soon as it is determined. All further reporting required by the rule is accomplished via the web page. No further reports are to be filed with the Rules & Calendar Council.

House members should contact staff of the Rules & Calendar Council with any questions about the registration process.

Form Instructions:

- More than one representative may be included on a registration form.
- “Organization Name” should be its legal name.
- “Organization Address” should be the permanent mailing address or other permanent address used for federal tax purposes or other regulatory purpose such as state or federal campaign finance reporting laws, if applicable.
- “Organization Website” should be the website providing information required by House Rule 15.3(b)(3). If the website is not available at the time of registration, an e-mail address should be provided (and the web address should be communicated to the Rules & Calendar Council as soon as possible).
- “Contact Telephone Number for Director/Chair” should be that of the individual identified as responsible for managing the organization under tax or other regulatory purposes, the chair or principal director in corporate documents or similarly situated individual authorized to act on behalf of the organization.
- “Other Representatives Associated with Organization” should be members of the Florida House who are registering their involvement with the organization pursuant to Rule 15.3(b)(3) other than the member signing the registration form. A list may be attached if necessary.
- “Date of Registration” is the date the organization registers with the House Rules & Calendar Council.

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Representative(s) Filing Registration: _____

Organization Name: _____

Organization Address: _____

Organization Website: _____
(or, if not available, e-mail address)

Organization Director/Chair: _____

Contact Telephone Number for Director/Chair: _____

Other Representatives Associated with Organization: _____

Signature of Representative Registering Activities:

Date of Registration

House Rule 15.3--Improper Influence; Solicitation or Acceptance of Campaign Contributions

(a) A member may not accept anything that reasonably may be construed to improperly influence the member's official act, decision, or vote.

(b)(1) A member may not directly or indirectly solicit, cause to be solicited, or accept any campaign contribution during the 60-day regular legislative session or any extended or special session on the member's own behalf, on behalf of a political party, any organization described under section 527 or section 501(c)(4) of the Internal Revenue Code, a political committee, or a committee of continuous existence, or on behalf of a candidate for the House of Representatives; however, a member may contribute to the member's own campaign.

(2) Any fundraising activity otherwise prohibited during an extended or special session under paragraph (1) shall not be considered a violation of this rule and may take place if it can be shown that the event was already scheduled prior to the issuance of the proclamation, resolution, or other communiqué extending the session or convening a special session.

(3) Any member who directly or indirectly solicits, causes to be solicited, or accepts any contributions to an organization described under section 527 or section 501(c)(4) of the Internal Revenue Code, a political committee, or a committee of continuous existence must immediately disclose such activity to, and register with, the Rules & Calendar Council. Upon registration with the council, the member shall promptly create a public website that contains a mission statement and the names of representatives associated with the organization. All contributions received must be disclosed on the website within 10 business days after deposit, together with the name, address, and occupation of the donor. All expenditures made by the organization must be individually disclosed on the website within 10 business days after being made.

The Rules & Calendar Council should be notified of the creation and address of this website.